



Web Enabled Safety System



WESS **Module 6**

Editing **Draft** **Reports**





Properties of a Draft Report



What is a Draft Report?_

- When a user clicks “Create New Report” or “Create Report from Template,” a draft report is created and the report entry screens will display._



When does a Draft display as a Record in the User Environment Screen?_

- At the point in the entry process when the drafter enters the date and time of the event and advances to the next screen by clicking the “Next” button, a Draft Report record is created and saved.
- From that point forward, Screen-Level saves ensure that data entered on each screen is always saved, each time the user clicks on “next” or “submit”.
- The Draft Record will display the event **Serial Number**, **Date** and **Brief Description** of the event, e.g. “**1002843628492** **15 Jun 04** **PMV Fatality**”




When is a Draft Report no longer considered a Draft?

Opening a Draft Report

On the WESS Main Menu screen, a list of Reports in various stages of completion is displayed.

Under the **Drafts** heading, a list of current draft reports is shown.

Click on the highlighted Serial Number of the report you wish to edit and the report will be opened.

**WESS**
Naval Safety Center

Activities

- [Class A/B Notification](#)
- [Create New Report](#)
- [Create From Template](#)
- [Maintain Account](#)
- [Notifications](#)
- [JReports](#)
- [Logout](#)

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

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Your Existing Reports - Charles Almond

<u>Drafts</u>			<u>Endorsement Needed</u>			
<input type="button" value="Delete"/>	Serl#	Date	Description	Serl#	Date	Description
<input type="checkbox"/>	1084912476358	15 May 2004	Bad Outcome			

<u>Approval Needed</u>		
Serl#	Date	Description

<u>Release Pending</u>		
Serl#	Date	Description

<u>Release Action Needed</u>		
Serl#	Date	Description



Editing a Draft Report

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Mishap Data Entry

[Help](#)

Mishap Involved (Check all that apply to this event. These selections will determine which sets of questions are presented.) *

Activities

- [Save as template](#)
- [Share report](#)
- [Notifications](#)
- [Return home](#)
- [Generate PDF](#)
- [JReports](#)
- [Logout](#)

My Report

- General Information**
- Location
- Environment
- Personnel**
- Property Damage
- Cause Codes
- Validate
- Routing Information**
- Release Report**

Report will be saved each time the user advances to the next screen.

Here, the **Draft Report** is open in the Active window. Clicking on any section in the **Report Directory Tree** below left, accesses that portion of the report for editing.

Report Editing Summary

Important Notes About Editing Draft WESS Reports

- As discussed earlier, WESS uses an intuitive style logic to guide the user through a series of data entry questions that are relevant to the specific mishap, based on previous data entries and selections that the user has already made. In this way, WESS tailors the report and only requests data that is relevant. In other words, the direction of the report follows along a pathway dictated by the circumstances of the mishap.
- For this reason, it is not always possible to proceed directly from the directory tree to the data item that needs to be modified. The user may have to review previous entries in the sub-folder (i.e., back up the pathway) to ensure that changes don't affect later entries.
- Likewise, a change made to a specific data element may result in additional questions or prompt a different set of questions, if the change affects the report pathway.
- Refer to the Tutorial Table of Contents, for additional information regarding editing functions, e.g. Add / Edit / Delete, Drop-down Menus, Search functions, Calendar, etc. or Module 4 for



“Sharing” Reports

To learn about Sharing a Report,

[Continue to Module 7](#)



[Back to Table of Contents](#)

